

**QUEENS SUPREME COURT
COMPLIANCE CONFERENCE PART**

**Hon. Tracy Catapano-Fox - CSCP1
Hon. Laurentina McKetney-Butler - CSCP2
Hon. Sally Under - CSCP3**

Effective February 7, 2022, Compliance Conference Orders will be automatically generated by the assigned Compliance Conference Part. The So-Ordered Compliance Conference Order will be forwarded to the County Clerk. A copy of the Order can be obtained via NYSCEF (if it is an e-filed case) or from the County Clerk (if it is a non-e-filed case). **No appearance is required.**

Where the Court directs, or if discovery is not complete or the parties require a judicial ruling on a discovery issue prior to the Certification Order date, a virtual conference with the Compliance Conference Part will be held via Microsoft Teams. The parties shall request a conference via email to the address provided in the generated Compliance Conference Order. **E-mails forwarded to any email address other than the email address set forth in the Compliance Conference Order will not be processed.** A So Ordered Stipulation will be generated at the conference resolving outstanding discovery and extending the Certification Order date if necessary.

Parties should refer to Justice Catapano-Fox's, Justice McKetney-Butler's, and Judge Unger's Part rules for further guidance.